

Disaster Shelter Site Cost Recovery Worksheet (SP-5)

Shelter Address: _____ Date: _____

Report By: _____ Email: _____

Phone: _____ Department: _____

Shelter Operator: _____

Set up a shelter photo-documentation database with folders for each individual shelter location.

- ☐ Before opening the shelter, take photos to document re-existing building conditions (Interior and exterior)
- ☐ Who operated the shelter? Red Cross[] Other non-profit[] City/County[]
- ☐ Were guard services required at the shelter? If so, attach all invoices and time sheets.
- ☐ Was City staff assigned to the facility? If so, attach all charges for wages and benefits, including time sheets.
- ☐ Did the building need temporary electrical generator power? Attach invoices for generator rental, fuel, and initial hookup and disconnect service.
- ☐ Did the shelter need additional porta-potties? If so, include all invoices for delivery and pick-up and regular service. Were there other ancillary services needed?
- ☐ Was a pet shelter attached to the human shelter? If so, attach all records for operation of the pet shelter. (see the Pet Shelter Cost Recovery Worksheet)
- ☐ Were other special services provided at the shelter? (Example, child care, medical screenings, etc.) If so, provide documentation for all services, including invoices, time sheets, and sign-up sheets.
- ☐ Attach invoices for janitorial and cleaning services, cleaning supplies and trash hauling service, laundry services.
- ☐ Attach invoices, work orders or other records for any maintenance or repair services performed as a result of damage caused by sheltering operations.
- ☐ Were meals provided for shelterees? If so, submit documentation for the number of meals served and associated costs for food, labor (if any) and supplies.
- ☐ Were meals provided for "shelter-in-place" victims or residents of spontaneous camps?
- ☐ Attach all invoices for shelter set-up costs, including, cots, blankets, pillows, sheets, towels, wash cloths, personal comfort kits, laundry supplies.
- ☐ If televisions, radios, or laundry equipment was provided, consult FEMA DAP 9523.15 for eligibility based on shelter population.
- ☐ First aid and limited medical services may be eligible, consult FEMA DAP 9523.15 for eligibility.

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Post closing items:

*Document all damages with photographs, identify time, date, location, etc.

Take photos when shelter is closed to document building conditions following shelter operations:

- | | |
|--|---|
| <input type="checkbox"/> Interior/exterior wall conditions | <input type="checkbox"/> Ceiling conditions |
| <input type="checkbox"/> Interior/exterior wall paint and wall coverings | <input type="checkbox"/> HVAC system |
| <input type="checkbox"/> Electrical system | <input type="checkbox"/> Floor Coverings |
| <input type="checkbox"/> Windows and window coverings | <input type="checkbox"/> Doors |
| <input type="checkbox"/> Security and alarm systems | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Cabinets and furniture | <input type="checkbox"/> Kitchen equipment |
| <input type="checkbox"/> Janitorial supply levels | <input type="checkbox"/> Other |
| <input type="checkbox"/> Telephone and other communications | |
| <input type="checkbox"/> Plumbing (include all fixtures in bathrooms and kitchens) | |
| <input type="checkbox"/> Get utility bills for the entire period of shelter operations | |
| <input type="checkbox"/> Note opening and closing dates Open: _____ Close: _____ | |
| <input type="checkbox"/> What was the average daily census of the shelter? _____ | |
| <input type="checkbox"/> What was the total shelter census for all days of operation? _____ | |
| <input type="checkbox"/> Attach the time sheets and other documentation for all "City" DSW volunteers who worked at the shelter. Attach records of any donated supplies, equipment, or food used at the shelter. | |
| <input type="checkbox"/> Scan the daily census records into the Electronic Document Management system. | |
| <input type="checkbox"/> Attach all estimates, work orders, bid documents and contract documents for restoration work done on the facility to return it to its condition prior to shelter use. | |
| <input type="checkbox"/> Attach bids, RFP's and contracts or MOU's for site use, shelter operator and ancillary services provided. | |

See the Daily Shelter Report For Cost Recovery reports for all daily activities and invoices for the operations period for each shelter.

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